

MONTGOMERY COUNTY SUBDIVISION ORDINANCE BOUNDARY LINE RELOCATION / VACATION CHECKLIST

Plat Name: _____
Plat Date: _____
Job No.: _____

Landowner #1 Name: _____
Contact Information: _____

Landowner #2 Name: _____
(If applicable) Contact Information: _____

Surveyor/ Name: _____
Company: _____
Contact Information: _____

General:

- ___ Prepared by Virginia certified professional engineer or land surveyor
- ___ Location of existing and proposed monuments shown
- ___ Location of existing structures and drain fields and reserve areas shown
- ___ Location of any grave, object or structure marking a place of burial shown

Plat Features:

- ___ Note and title bar identify as "Boundary Line Relocation" or "Boundary Line Vacation"
- ___ Note identifying name and address of legal owners. If owner is a corporation, then provide name and address of chief office of the corporation
- ___ Note identifying tax parcel map numbers and parcel ID numbers
- ___ Note identifying zoning district
- ___ Reference Special Use Permit, Proffered Conditions or Variance (if applicable)
- ___ North arrow with source of meridian shown
- ___ Date of drawing and graphic scale shown
- ___ Vicinity map shown
- ___ Note referencing Board of Supervisors resolution date (if ROW or easements to be vacated by this plat)

Lot design and arrangement:

- ___ Location and dimensions of new lot lines shown
- ___ Location of vacated lot lines shown
- ___ Acreage of old and new lots shown
- ___ Lot assignment table shown (if A-1 or C-1 districts) and completed correctly
- ___ Meet minimum lot size for zoning district
- ___ Meet minimum lot frontage on a public street for zoning district
- ___ Meet maximum length/width ratio for zoning district (if lot less than 20 acres)
- ___ Meet minimum setbacks for any existing structures
- ___ Verify total number of lots not increased

Streets:

- ___ Street names, route numbers and right-of-way width shown

Public Utility and Drainage Easements:

- ☐ Location of all existing, new or vacated public utility easements shown
- ☐ Location of all existing, new or vacated drainage easements shown

Plat Statements:

- ☐ Owner's Statement to be signed by all owners
- ☐ Include dedication to Montgomery County (if new public right-of-way or easements)
- ☐ Notary's Statement for signatures of both owner's
- ☐ Conforming statement signed by surveyor/engineer
- ☐ Source of Title signed by surveyor/engineer
- ☐ Seal of surveyor signed by surveyor/engineer
- ☐ Approving Statement to be signed by Subdivision Agent

Plat Review Fee Paid \$_____ Date _____

Montgomery County Planning & GIS Services
755 Roanoke Street, Suite 2A
Christiansburg, VA 24073-3177
Phone 540-394-2148; Fax 540-381-8897
Email: macleanjr@montgomerycountyva.gov
Website: <http://www.montgomerycountyva.gov/content/1146/98/167/default.aspx>

Revision August 24, 2010